

TENNESSEE ATHLETIC COMMISSION EXECUTIVE DIRECTOR POSITION

The TN Athletic Commission, a newly formed State governmental entity charged with the regulation of boxing, mixed martial arts and kick boxing, is seeking applicants for its Executive Director Position.

QUALIFICATIONS:

Education Requirements:

Graduation from an accredited college or university with a Bachelor's degree.

Experience Requirements:

Three (3) years experience as a representative of a public or private organization requiring interaction with the general public, government agencies, or other business enterprises, at least one year of which shall have been in a supervisory capacity.

Strong computer, organizational, and written and verbal communication skills.

Experience related to the boxing, mixed martial arts, and/or kick boxing industries, administration of a governmental regulatory program, and/or knowledge of drug testing procedures desirable.

Substitution of Experience for Education: Qualifying supervisory experience over staff who determine licensure eligibility for regulatory boards, managerial experience over staff, administrative experience directing a program, or experience in the boxing, mixed martial arts or kickboxing industries may be substituted for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in the above listed fields may substitute for one year of the required education).

Flexibility to travel required.

EXAMPLES OF DUTIES:

Provides general administrative direction to the Tennessee Athletic Commission; makes recommendations to the Commission on policy, rules and statutes concerning the regulation of unarmed combat as defined by the Tennessee Athletic Commission Act of 2008. Unarmed combat includes boxing, mixed martial arts and kickboxing;

Attends unarmed combat events, assigns ring officials, ensures proper drug testing of combatants where necessary, supervises and directs Commission staff at regulated events involving unarmed combat to ensure compliance with rules and regulations promulgated by the Commission and state statutes for which the Commission is charged with enforcement;

Has responsibility for the review of all license, permit and registration applications for compliance with the Tennessee Athletic Commission Act and issues licenses, permits and registrations where applicable;

Plans, directs and assigns the Commission's full-time, part-time and contracted staff in the performance of their duties;

Attends and acts as the Commission's representative at various unarmed combat exhibitions and public relations functions as directed by the Commission;

Acts as Commission liaison to the Association of Boxing Commissioners and other similar regulatory entities as directed by the Commission;

Organizes meetings of the Commission and prepares meeting agendas and meeting minutes;

Works with legal staff concerning the promulgation of rules, proposed legislation, drafting of contracts, and the initiation of disciplinary proceedings for violation of the Tennessee Athletic Commission Act;

Develops, organizes and maintains Commission records including application forms, license files, complaint processes, and Commission meeting minutes;

Ensures the regular maintenance and relevancy of the Commission's website;

Provides advice and assistance to the Commission regarding state and federal legislation related to the regulation of unarmed combat and makes effective recommendations to the Commission for regulatory improvement;

Assesses collects and accounts for all fees, taxes, penalties and other monies authorized by the Tennessee Athletic Commission Act to be paid to the Commission;

Responds to media inquiries and issues press releases as directed by the Commission;

Implements and interprets Commission policy and procedures, and develops policy and procedures where necessary;

Prepares the Commission's annual budget and ensures the Commission operates within such budget;

Conducts research and prepares reports as directed by the Commission;

Acts as a Commission liaison to other state and federal entities charged with sanctioning and regulating unarmed combat, legislators, members of the Tennessee Executive Branch and other public officials;

Educates applicants for licensure, licensees and the general public regarding the Tennessee Athletic Commission Act;

Acts as a witness for the state at administrative hearings and court proceedings and works with law enforcement where necessary.

EOE

Mail or Email Resume to:

**TAC Director
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